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Business and Office Education

Wright State University

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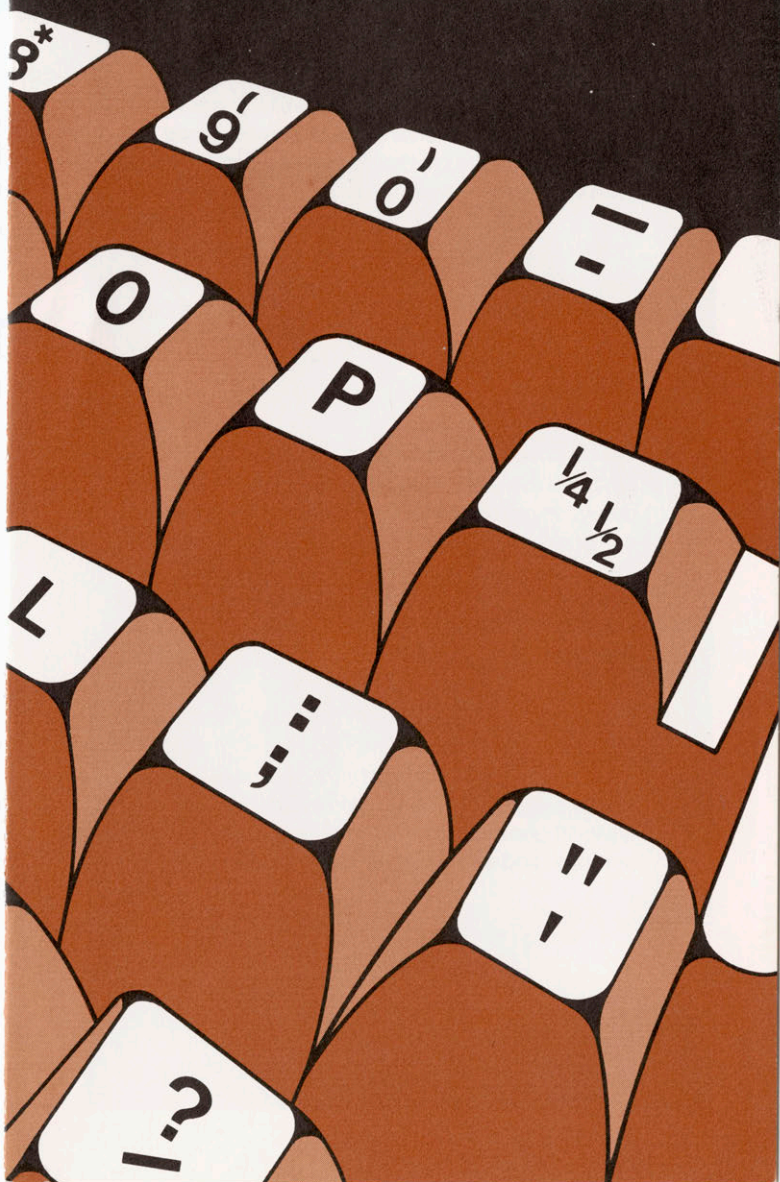
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**Wright State
University**

**College of
Education**

**Business
and
Office
Education**



College of Education

Wright State University recognizes, as a primary function, the preparation of teachers, educational leaders, and professionals in human services. The College of Education assumes responsibility for furthering these objectives. Both the undergraduate and graduate programs in business and office education lead to certification by the Ohio Department of Education.

Degree programs include courses in general education, an intensive study of a specialized professional area, and an integration of theoretical considerations with practical experiences.

The College of Education meets the certification standards of, and has been approved by, the Ohio State Board of Education and is a member of the American Association of Colleges for Teacher Education.

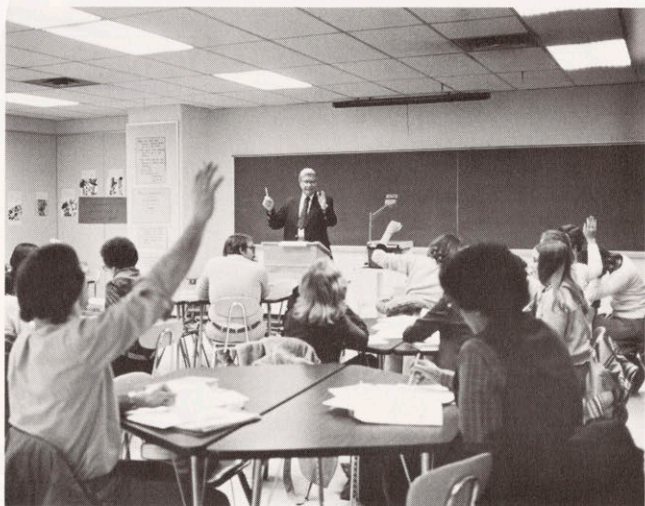
Cooperative Education

Cooperative education is an optional program for business and office education students. The cooperative program's principal goals are educational. The program alternates full-time study with full-time work. The educational integration of work experience is coordinated by faculty who counsel and supervise students.

The cooperative education program allows business education students to gain valuable work experience (which is required for teaching in vocational education), to test career objectives, gain exposure to different types of people, experience different social and cultural settings, and earn income for college expenses.



The business and office education program at Wright State continually accepts the challenge to keep pace with the rapid advances in business technology in order to better prepare students. An advisory committee, consisting of area educators and business people, meets regularly to review curriculum and project needs of area schools for teacher preparation and placement.



Business and office education degrees can be attained on the bachelor's and master's degree levels. Both degrees require general education courses, but allow the student ample opportunity to pursue the major field of study.

Bachelor of Science

Business and office education offers two majors that lead to the Bachelor of Science in Education degree and state certification. The comprehensive business education with shorthand major leads to certification in all areas of secondary business education. These areas include shorthand, typewriting, bookkeeping, general business, business law, economics, salesmanship, and other typical business education subjects. The comprehensive business education without shorthand major includes all the content areas in the above program except shorthand.

Professional Education Requirements	49
ED 211, 212, 213, 214, 215, 216, 217	13
ED 433, 434, 435, 436	12
ED 422, 429	15
ED 432	3
ED 440, 464	6
Related Requirements	12
PSY 111, 112	6
COM 101, 102	6
General Requirements	29
English Composition (Area One— two courses)	8
Laboratory Science (Area Two—three courses in sequence)	12
Humanities (Area Three— three courses)	9
Business Major Requirements	75
ACC 201, 202, 203, 231	12
ADM 101, 103, 350, 351, 352	15
EC 201, 202, 203	9
ENG 330	3
MTH 127	3
MKT 301, 336 and 441 or 461	9
OA 202,* 203,* 211, 212, 213, 301,* 305, 411	24
Electives or Second Field	27
Total	192

*For the business education major without shorthand, delete OA 202, 203, and 301.



Master of Education

The Master of Education degree is awarded only to those individuals qualified for at least a provisional teaching certificate. Individuals who have degrees in disciplines other than education, and who are not qualified for a provisional certificate, can obtain Ohio certification in secondary business education concurrently with the master's degree.

The Master of Education degree in business and office education requires a minimum of forty-eight credit hours of course work.

Secondary Classroom Teacher:

Business Core	11
ED 601	3
ED 724	3
ED 751	5
Professional Requirements	6
ED 733	3
One of the following:	
ED 701, 702, 703, 704, 707, 708	3
Business Requirements	15
Four courses to be selected from	
ED 606, 607, 608, 624, 725, 726, 727, 729, 730, 825, 826, 827, 828	12
ED 820*	3
Business Administration Courses	15
Courses to be selected from	
accountancy, business, economics, finance, management, marketing, and computer science	15
Advised Elective	1
Total	51
*Required	





About Wright State

Wright State offers eighty programs through its undergraduate colleges and the School of Nursing and nearly thirty graduate and professional programs through the School of Graduate Studies, the School of Medicine, and the School of Professional Psychology. Enrollment at the main campus, a branch campus, a resident credit center, and a downtown Dayton center exceeds 14,500.

The 618-acre main campus, ten minutes northeast of the city of Dayton, combines a rural setting with the cultural advantages of a metropolitan community. Most Wright State students commute. However, there is a residence hall on campus, and apartments are located adjacent to the campus and within easy commuting distance of the university. The campus has been designed to accommodate the special needs of physically handicapped people, and the university provides supplemental academic, physical, personal, and vocational services for the disabled student.

A library collection of over 360,000 volumes, numerous microforms, and about 6,700 serial subscriptions supports graduate work in literature and language. For research purposes, the University Library's resources can be supplemented by access to a dozen academic libraries in the area through the Dayton-Miami Valley Consortium, by university membership in the Center for Research Libraries, and by excellent interlibrary loan service.

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